

Florida Commission for the



# **Transportation Disadvantaged**

FISCAL YEAR 2016-17

PROGRAM MANUAL

FOR THE

TRIP & EQUIPMENT GRANT

FOR NON-SPONSORED TRIPS

AND/OR

CAPITAL EQUIPMENT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

Fax 850-410-5752

[www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)

# **INTRODUCTION**

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. The trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. The Trip and Equipment Grant program was established to provide opportunities for non-sponsored transportation disadvantaged citizens to obtain access to transportation for daily living needs when they are not sponsored for that need by any other available federal, state or local funding source. This is a reimbursement grant. Grantees must provide service or procure capital equipment before seeking reimbursement.

This manual contains information regarding the Transportation Disadvantaged Non-Sponsored Trip and Equipment Grant Program administered by the Commission. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) when planning and implementing non-sponsored transportation disadvantaged services and purchasing equipment under this program.

This manual is divided into two parts: Program Requirements and the Grant Application Instructions and Forms.

## **PART I TRIP AND EQUIPMENT GRANT PROGRAM REQUIREMENTS**

This part of the manual contains requirements of the trip/equipment grant program.

### **1. ELIGIBILITY INFORMATION**

#### **A. Eligible Recipients**

For this grant cycle, an eligible recipient is any current Commission approved CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP), unless otherwise approved by the Commission or the Commission's Designee. The recipient of these funds will be referred to as the Grantee.

#### **B. Allowable Expenditures**

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of reimbursing the CTC for a portion of the cost of each passenger trip provided to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area. The trip and equipment grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; Commission policies; the grant agreement; and this grant manual.

The Grantee shall not use grant funds to supplant or replace funding of transportation disadvantaged services that are currently funded by any federal, state, or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

The following is a detailed description of the two areas for which these grant funds may be utilized.

**(1) Non-sponsored trips:** A non-sponsored trip is a one-way trip for an eligible individual who meets the definition of transportation disadvantaged and is not sponsored by any other federal, state or local government program. These trips are coordinated by the Grantee and can be provided by any conveyance, either publicly or privately owned. These trips originate and/or end in the Grantee's service area for the purpose of health care, shopping, education, employment, recreation, or other life sustaining activities. There shall be an approved eligibility application for each rider who receives a non-sponsored trip or bus pass. This documentation shall be made available upon request by CTD Staff or a designee.

Personal care attendants (PCAs), escorts, and companions of eligible individuals are not an eligible reimbursement expense. However, they are recognized as a cost of doing business and should be accounted for when determining a rate structure.

**(2) Capital Equipment:** Capital equipment is any equipment used to maintain or provide improved or expanded transportation services to the transportation disadvantaged and is utilized within the Grantee's coordinated system.

Eligible capital equipment may include, but is not limited to:

- a. Paratransit vehicles, including small buses, vans, or sedans;
- b. Wheelchair lifts, ramps, restraints, or other safety equipment;
- c. Two-way radios and communications equipment (TDD -Telecommunications Device for the Deaf), cell phones, excluding annual service contracts;
- d. Computer hardware/software;
- e. Support equipment, other than items specifically identified in this section, above \$500 per piece;
- f. Vehicle procurement, testing, inspection acceptance, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy;
- g. Initial installation or set-up costs of any of the above items.

Capital equipment does not include the acquisition, construction, or improvement of facilities. In addition, funding cannot be used for extended warranties or maintenance or service agreements beyond those included with the initial purchase of the capital equipment.

## **2. GRANT FUNDING**

Each year, the Commission will calculate each service area's allocation in accordance with 41-2 FAC. Each service area's anticipated eligible allocation is subject to change based on annual appropriations approved by the Legislature.

A maximum of twenty-five percent (25%) of the total Trip and Equipment Grant project budget can be used for the purchase of capital expenditures. Voluntary dollar contributions can only be used to purchase non-sponsored trips and cannot be used to fund capital equipment.

### **A. TRANSFER OF PLANNING ALLOCATION**

Transportation Disadvantaged Trust Funds allocated for planning grants to Planning Agencies, that are not needed and are not obligated by a grant agreement, may be included in the respective CTC's non-sponsored trip and equipment grant agreement. Prior to executing the grant agreement, contact the Planning Agency for the service area to determine if there is any unneeded planning allocation. If so, the unneeded portion of the planning grant allocation can be included in the trip and equipment grant agreement, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle, and requires documentation by both parties to the Commission related to the desired transfer and use of any planning allocation.

### **B. LOCAL MATCH REQUIREMENT**

- (1) Trip & Equipment Match - This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) local cash match generated from local sources. No state or federal government revenues are acceptable as local match. All match funding must be documented, reasonable, necessary, and related to this project.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, and farebox revenues.

- (2) Voluntary Dollar Contribution Match - A ten-percent (10%) in-kind match for the voluntary dollar contributions is required. All in-kind match used as a funding mechanism must be equivalent to a cash value and be documented, reasonable, necessary, and related to this project.

Examples of in-kind match that are acceptable to the Commission include non-cash donations, volunteered services, or salaries and fringe benefits. Any service provided with State or Federal government revenues is not accepted as in-kind match.

## FUNDING PARTICIPATION FORMULA

### Allocation for Non-Sponsored Trip & Equipment Grant

State	90%
Local cash match	<u>10%</u>
	100%

### Voluntary dollar contribution for Non-sponsored Trips

State	90%
Local in-kind match	<u>10%</u>
	100%

## **3. GRANT APPROVAL**

All grants are subject to approval by the Commission or its designee. Once documentation of capital equipment needs, rate model calculation spreadsheets, fixed route service rates, and other information is confirmed, a grant agreement will be forwarded to the recipient for execution.

Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Costs incurred by a recipient to prepare and file this agreement are not eligible project costs for this project.

## **4. INVOICING**

Invoices for Transportation Disadvantaged Trust Funds will not be honored until the grant agreement has been executed by both the Commission and the grantee, and is on file at the Commission office. Funds will be expended at the fare structure contained in the approved Transportation Disadvantaged Service Plan and Exhibit B of the grant for the particular type or mode of service. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted electronically to [FLCTDInvoice@dot.state.fl.us](mailto:FLCTDInvoice@dot.state.fl.us) unless otherwise notified by the Commission.

Grantee shall invoice on a monthly basis actual costs that may be above or below (+/-) the amount of the monthly allocation disbursement schedule reflected on Exhibit "B". At times, this may result in "underbilling" or "overbilling". Any excess (underbilled) funds may be recaptured on a monthly invoice that does not exceed the cumulative total of funds disbursed to date with supporting documentation. No excess funds remaining on the grant at the end of the grant period will be reimbursed to the Grantee. Any overpayment of TD funds must be repaid to the Commission upon project completion. Invoices may not be reimbursed at an amount which is greater than the cumulative disbursement schedule to date. The Grantee will make every effort to submit invoices within 30-days after the month of service provision.

The Grantee must provide supporting documentation for reimbursement identifying the specific trips designated as eligible for the Transportation Disadvantaged Trust Fund. The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were for those that were provided. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, is met. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15, 2017.

#### Capital Equipment Invoice Support Documentation:

Invoices for Capital Equipment shall include a description of the capital equipment purchased, stated exactly as it is on Exhibits A and B of the grant agreement.

Support documentation must accompany any invoice submitted to the Commission for equipment purchased with Transportation Disadvantaged Trust Funds. This documentation includes, but is not limited to:

1. Copy of paid invoice from vendor that provides serial number of equipment (if applicable) or vehicle identification number;
2. If vehicle purchase, copy of Application for Title listing the Commission as Lien Holder;
3. Copy of proof of payment to vendor for the purchase of the capital equipment; and
4. Copy of proof of insurance (for vehicle only).

## **5. CAPITAL EQUIPMENT ADDITIONAL INFORMATION**

All capital equipment purchases made with funds from the Transportation Disadvantaged Trust Fund shall be reviewed by the Local Coordinating Board (LCB) and approved by the Commission prior to grant execution. Equipment purchased shall meet or exceed any applicable Commission accepted minimum specifications. The Commission accepts any specifications by any local, state, or federal government department.

If the Grantee plans to purchase vehicles or other equipment after the date of the Agreement, the Grantee will request the Commission amend the grant to include such equipment. An amended Trip and Equipment Application Form reflecting the capital equipment, reviewed and signed by the LCB, shall be provided to the Commission prior to execution of the amendment.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the applying agency with a lien to the Florida Commission for the Transportation Disadvantaged.

The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee actually uses to transport eligible transportation disadvantaged passengers in the coordinated system. The Grantee shall notify the Commission in writing of any lease or assignment of operational responsibility of project vehicles and equipment to third-parties.

The Commission shall retain a majority of the interest in all capital equipment until the useful life of such equipment, as defined by the Commission's Capital Equipment Policy, has been expended. At that time, the grantee may dispose of such equipment with the written permission of the Commission in accordance with the Commission's Capital Equipment Procedures.

Recipients are required to insure vehicles in accordance with requirements of Chapter 427, F.S. Each vehicle or other capital equipment purchase must be covered for liability, collision or other property loss insurance. The Commission must be made an additional insured for liability policies and the loss payee for collision or property insurance coverage.

The Commission may, after consultation with the Grantee and LCB, transfer all equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose.

Prescribed inspection schedules, published by the equipment manufacturer(s), shall be adhered to and appropriately documented to protect the equipment warranties. Preventative maintenance inspection checklists, work (or repair) order which adequately record labor actions, parts replaced, consumables added and any sub-contracted repairs are considered essential records for documentation. The eligible recipient will be responsible for maintenance of software.

## **PART II**

### **TRIP AND EQUIPMENT GRANT APPLICATION INSTRUCTIONS AND FORMS**

#### **GENERAL INSTRUCTIONS**

This part presents instructions in preparing for the execution of the grant.

Local Coordinating Board review is not required for this application unless a request for capital equipment is included as part of the total project budget.

A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission at (850) 410-5700.

B. A complete application package shall be submitted to the Commission and consist of the following forms: Trip and Equipment Grant Application Form, Planning Grant Funds Request Form (if applicable), and the Service Rates Form. A signed Authorizing Resolution is required prior to the execution of the grant agreement. The application package can be submitted to the assigned CTD project manager via email.

C. The grant agreement must contain the rates that will be charged for the services provided to those who are transportation disadvantaged. Except for rates from fixed route providers, an updated Rate Model Calculation Spreadsheet must be provided to support the rates listed on the Service Rates Form for the non-sponsored services. The rate model worksheets are required to be reviewed and approved by the LCB. The trip and equipment grant agreement will not be prepared without an LCB approved rate.

D. Once the CTD Project Manager receives the application package identifying the service rates and any equipment to be included, a grant agreement will be prepared and emailed for execution.

E. Upon receipt of the grant agreement, print two copies, execute and return both original signed copies of the grant agreement to:

**Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, Mail Station 49  
Tallahassee, Florida 32399-0450**

F. A resolution by the CTC's governing body addressing the authority to enter into the grant agreement is mandatory and must accompany your executed grant agreement.

G. **TIMETABLE**

**JULY 1**      Earliest date that grant agreements can be effective for these grant funds. The Commission's fiscal year begins on July 1<sup>st</sup> each year. Contracts not executed prior to July 1 will begin on the date of execution.

**JUNE 30**      All Grant Agreements will terminate on June 30<sup>th</sup> the following year.



## **TRANSPORTATION DISADVANTAGED TRIP AND EQUIPMENT GRANT APPLICATION FORM INSTRUCTIONS**

Except for the following notes, the grant application form is essentially self-explanatory. If questions arise, please contact the Commission.

GRANT RECIPIENT LEGAL NAME: The full legal name of the grant recipient's organization, not an individual. Name must match the Federal ID number and the information that is registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number and the information that is registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant recipient's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address shall also be consistent with the address associated with your Federal Employer Identification (FEI) Number. The grant recipient shall notify the Commission and MyFloridaMarketPlace when an address change occurs.

PHONE NUMBERS AND E-MAIL ADDRESS: To facilitate faster communications, the grant recipient should also include telephone and fax numbers and an e-mail address used by the grant recipient. Inclusion of an e-mail address is **mandatory** for the receipt of the grant agreement.

PROJECT LOCATION: This is the service area [county(ies)] that the recipient operates in, as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas should complete a separate application form for each service area.

PROPOSED PROJECT START DATE: The start date shall be July 1<sup>st</sup> each state fiscal cycle or date of grant agreement execution if later than July 1st.

BUDGET ALLOCATION: Using the Commission approved Trip and Equipment Grant Allocations chart, complete each funding category as appropriate. Once each line item is complete, right click on the space provided for the "Total Project Amount." Select "update field" from the drop down box. This will automatically calculate the total project amount.

ANTICIPATED CAPITAL EQUIPMENT REQUEST: LCB review is only required if the CTC is using project funds for capital equipment.

### **PLANNING GRANT FUNDS REQUEST**

Transportation Disadvantaged Trust Funds allocated for planning grants to Planning Agencies, that are not needed and are not obligated by a grant agreement, may be included in the respective CTC's non-sponsored trip and equipment grant agreement. Contact the service area's Planning Agency to determine if there is any unneeded planning allocation. If so, the

unnneeded portion of the planning grant allocation may be included in this grant, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle. Formal notification regarding the transfer and acceptance of planning funds is required by both the CTC and the Planning Agency.

## **SERVICE RATES**

Complete the Service Rates Form listing the selected passenger mile or passenger trip rates from the approved Rate Model and as listed in the Transportation Disadvantaged Service Plan. Include Fixed Route Bus Pass (Daily, Weekly, Monthly, etc.) costs if grants funds will be used to purchase these types of transportation services. The passes purchased with this grant must be used for Transportation Disadvantaged eligible riders who have been approved for TD services. There shall be an approved eligibility application for each rider who receives a non-sponsored trip or bus pass. This documentation shall be made available upon request by CTD staff or a designee

## **AUTHORIZING RESOLUTION**

A resolution authorizing an individual and/or position to sign the grant agreement and subsequent agreements, invoices, assurances, etc., must be completed by the grant recipient's governing body. A sample resolution is provided for convenience. It is not required that this sample resolution be used as long as the same basic information is included. The resolution must include signatures. Remember that the resolution can be good for an extended period or for multiple contracts if worded accordingly.

# GRANT APPLICATION FORMS

- Trip and Equipment Grant Application Form
- Planning Grant Funds Request Form
- Service Rates Form
- Sample Authorizing Resolution



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## Transportation Disadvantaged Planning Grant Funds Request Form

To request unused Planning Allocation from the Designated Official Planning Agency of the CTC's service area, complete this form and submit to the Commission. Requested funds shall be used during this Grant Cycle.

<b>Date</b>	Enter Date		
<b>To</b>	Florida Commission for the Transportation Disadvantaged	<b>CTD Area Project Manager</b>	Enter CTD Area Project Manager Name
<b>From</b>	Enter Point of Contact Name	<b>Phone</b> <small>Format 111-111-1111</small>	Enter Phone Number
<b>CTC</b>	Enter CTC Name	<b>County</b>	Enter County Name

### Only One County Per Form

<b>Planning Fund Allocation Transferred to Trip &amp; Equipment Grant</b> <i>[Funds must have 10% Local Match]</i>	
<b>State</b>	Enter \$ Amount
<b>Local</b>	Enter \$ Amount



## Transportation Disadvantaged Trust Fund Service Rates Form

<b>Community Transportation Coordinator (CTC)</b>	Enter CTC Name
<b>Service Rate Effective Date</b>	Select Effective Date

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Select Unit of Measure	Enter \$ Per Unit
* Wheel Chair	Select Unit of Measure	Enter \$ Per Unit
* Stretcher	Select Unit of Measure	Enter \$ Per Unit
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
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Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

**\* Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either **Trip or Passenger Mile**;  
Cannot mix, all must be the same regardless of Transportation Mode.





## Transportation Disadvantaged Sample Authorizing Resolution Form

A RESOLUTION of the BOARD OF DIRECTORS of the Enter Name of Grant Recipient (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Enter Name of Recipient's Representative to execute the grant agreement on behalf of the Enter Name of Grant Recipient with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Enter Name of Registered Agent  
The Registered Agents address is: Enter Address of Registered Agent.
4. The BOARD authorizes Enter Name of Recipient's Representative to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes Enter Name of Recipient's Representative to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS Enter Day DAY OF Enter Month and Year  
BOARD OF Enter Name of Board

Enter Name of Chairperson  
Name of Chairperson

\_\_\_\_\_  
Signature of Chairperson

ATTEST:

\_\_\_\_\_  
Signature